

**TOOLS**

**Self-Assessment of Person-Centred Care**

This tool is for you to consider your approach when transferring the care of your consumers.

Please rate the following questions on a scale of 1 – 5: (1) never, (5) always

**RATING**

**Transfer planning**

**RATING**

**At time of transfer**

Considering your responses above, highlight one area where you feel you could improve and write this as an

**action statement**. ie *“This week I will ensure that I listen to and document the person’s goals of care”*

[**www.primaryhealthtas.com.au**](http://www.primaryhealthtas.com.au/)

**Shared Transfer of Care**

I give the person a copy of their medication list and explain how to take the medications

I give the person a copy of their clearly documented care plan

I explain the symptoms and health problems the person should look out for and what to do if these occur

I explain who the person should contact if they have any concerns about their condition or treatment and provide a number to contact back into the hospital

I check that the person understands the information they have been given using a ‘teach back’

technique

Do I address the SHARED principles?

I consider the person’s physical, social, psychological, spiritual and cultural needs when planning their care

I make time to listen to a person’s goals and concerns

I gather all the relevant information to support transfer planning including:

 whether previous assessments have been attended

 if other service providers support the person in the community

 who the important relationships are

I involve the person in decision-making when planning their transfer

I involve the person’s family and/or carers in decision-making regarding their care (if applicable)

I explain the transfer timeframes to the person and their family before the transfer occurs

I arrange follow-up appointments prior to the transfer

I arrange the person’s ongoing support needs prior to the transfer